

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Network Administrator**

BAND	GRADE	SUBGRADE
E	919	
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Varies	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for managing, under direction, the research and design of network infrastructure, installation, deployment and support of City LAN/WAN data communications, telecommunications systems, and AS400 functions. Duties include: managing and designing network systems; coordinating network security and data protection; building applications for data collection and analysis; analyzing software for cost versus benefit; coordinating hardware repairs to maintain production; setting standards for data collection procedures; providing hardware and software technical support; and, conducting one on one instruction and software training.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Network Administrator is distinguished from the Computer Operations Specialist in that the Network Administrator is responsible for maintaining and resolving problems with the City-wide network and other communication systems. The Network Administrator is distinguished from the Division Manager by the responsibility for budgeting and planning information systems.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Install, configure, monitor and maintain network, mobile data computers, telecommunications and/or AS400 infrastructure to include: identifying systems, troubleshooting hardware and software problems, and coordinating hardware repairs to maintain production.	Daily	
2.	Standardize, recommend and implement data management, system security, policies and protocol.	Daily	
3.	Install, maintain and monitor system security in accordance with guidelines established by the FBI or other agencies as appropriate. Enforce security and anti-hacking policies on all network servers and data.	Daily	

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4.	Provides training for users such as one on one and classroom instruction.	Varies	
5.	Installs wide area network hardware and software.	Weekly	
6.	Researches and orders hardware and software applications; analyzes software costs versus the benefits.	Weekly	
7.	Develops applications for data collection and analysis. Creates queries and reports on Windows-based, AS400 and HTE data and applications.	Weekly	
8.	Administer user accounts and file access on Windows-based network servers and HTE applications.	Weekly	
9.	Assists with budget preparation and expense monitoring.	Monthly	
10.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Hardware and related peripherals;
- Software packages;
- Operating systems;
- Networks;
- Computer security policies and procedures.

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**Skills** (position requirements at entry):

Skill in:

- Designing networks;
- Establishing and maintaining network security and protocol;
- Installing hardware and software;
- Applying backup and recovery procedures;
- Operating a variety of computer hardware, peripherals and software;
- Troubleshooting hardware and software problems;
- Training others on software applications;
- Solving problems;
- Writing queries;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associate's Degree in Computer Science or related field and three years experience in network administration; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, sitting, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to electrical currents.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (BEO)

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